

<b>STATEMENT of POLICY and PROCEDURE TOLKO INDUSTRIES LTD.</b>			
Manual:	Human Resources		
Section:	Employee-Related Policies	Issued:	September 16, 2013
Subject:	<b>VACATION SCHEDULING POLICY</b>	Effective:	September 16, 2013
Issued To:	Heffley Creek Division	Replaces:	<b>April 2012 2.0</b>
Owner:	Plant Manager	Version:	3.0

## **POLICY**

1.01 This policy provides a process when applying for vacation requests.

## **2 PURPOSE**

2.01 The purpose of this vacation scheduling policy is to have a consistent and fair approach when scheduling approving vacation requests during prime time periods. In order for vacation to be approved, the quantity and regularity of production shall not be impaired.

## **3 SCOPE**

4 This policy applies to all production employees who are bargaining unit members working at the Heffley Creek Division.

## **5 PROCEDURES**

5.01 When applying for vacation, the requests should be in one (1) week blocks based on the Employee's work week.

5.02 No more than eighteen (18) employees in total and no more than three (3) employees from any one shift will be approved for vacation at any particular time, provided that the quantity and regularity of production shall not be impaired by the taking of vacation. The company will endeavour to grant employees vacation where practicable over the above.

5.03 Prime time is defined as:

- a) June 1 to September 30
- b) Spring Break week, plus the week preceding and following
- c) Christmas week, plus the week preceding and following

5.04 Applications for vacations received by March 1<sup>st</sup> will be awarded in line of seniority. SPRING BREAK vacation requests must be received by February 1<sup>st</sup>.

- 5.05 The company will post a list of approved vacations by March 15<sup>th</sup>.
- 5.06 If there are prime time slots available after March 15, employees will be given one (1) week after the March 15 posting to apply for additional vacation which will be awarded by seniority. A revised list will be posted by April 1.
- 5.07 Employees with:
- a) Four (4) weeks or less of earned vacation as at April 30<sup>th</sup> will be allowed a maximum of two (2) weeks in prime time.
  - b) Five (5) weeks or more of earned vacation as at April 30<sup>th</sup> will be allowed a maximum of three (3) weeks vacation in prime time, but no more than two (2) weeks in any one prime time period.
  - c) Exceptions to a) and b) foregoing will be considered if there are vacant prime time slots available as per (4.06) preceding.
- 5.08 When applying for vacation time in prime time slots, employees should fill in first, second and third choices.
- 5.09 Upon the approval of the scheduling of an employee's vacation, the Company will make every reasonable effort to ensure it is not subsequently changed. In the event of a cancellation of an employee's scheduled and approved vacation, rescheduling shall be given at the employee's option, subject to the provisions of (4.02) preceding.